

 BUDAPESTI CORVINUS EGYETEM	PROVISIONS OF THE VICE-RECTOR FOR ACADEMIC PROGRAMMES	12/2025 Version number: 00
2026/2027 PROCEDURE FOR SCHEDULING THE ADMISSION PROCEDURES FOR TRAININGS WITH THE PURPOSE OF ACQUIRING SPECIALISED KNOWLEDGE AND FOR STUDIES AT ANOTHER HIGHER EDUCATION INSTITUTION FOR THE 2026/2027 ACADEMIC YEAR		

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**2025/2026 PROCEDURE FOR SCHEDULING THE ADMISSION PROCEDURES
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INSTITUTION IN THE 2025/2026 ACADEMIC YEAR****Preamble****1. §**

- (1) Based on Section 9 (1) e) of the Admission Regulation in Part 1 of the Student Requirements constituting Volume III of the Rules for Organisation and Operation of Corvinus University of Budapest, I hereby set the following schedule for the institutional admission procedure organised by the University for the spring semester of the 2025/2026 academic year and the autumn semester of the 2026/2027 academic year, for trainings with the purpose of acquiring special knowledge and for studies at another higher education institution, as well as the deadlines applied in the admission procedure.
- (2) This regulation does not apply to training with the purpose of acquiring specialised knowledge based on sectoral legislation and to training organised under a cooperation agreement or to SA training.

Scope**2. §**

- (1) Persons, bodies and organisations acting under these Provisions:
- a) applicant,
 - b) Vice-Rector for Academic Programmes (VRAP),
 - c) competent dean (Dean),
 - d) competent Admission Committee (AC),
 - e) Legal and Procurement Services
 - f) Study Administration Services
 - g) Communication,
 - h) lecturer,
 - i) Students' Union (SU),
- (2) The electronic admission system used for the admission procedure is DreamApply or Google Forms.
- (3) The internal organisational unit responsible for the application of the admission system is the Study Administration Services organisational unit.
- (4) The deadlines for applicants given in Sections 3-4 mean 23:59 (Hungarian time) on the day of the deadline.

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- (1) Admission requirements of programmes offered to attend trainings with the purpose of acquiring specialised knowledge:
 - a) submission of application form within the deadline
 - b) submission of a certificate of at least secondary education (school leaving certificate)
 - c) in the case of subjects in English or trainings in English with the purpose of acquiring specialised knowledge, a document certifying the fulfilment of the English language requirement specified in Annex 1, Section 3 (1) c), d) of the Admission Rules.
- (2) Admission requirements of programmes offered for studies at another higher education institution:
 - a) submission of application form within the deadline
 - b) certification of student status,
 - c) submission of the transcript/ credit certificate required to identify rules on previous studies
 - d) in the case of study at another higher education institution in English, a document certifying the fulfilment of the English language requirement specified in Annex 1, Section 3 (1) c), d) of the Admission Regulation.
- (3) In trainings with the purpose of acquiring specialised knowledge, a minimum of one subject must be taken and the maximum number of credits (33) specified in Section 33 (2) of the Admission Regulation may be collected.

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Deadlines, tasks in the admission procedure for training with the purpose of acquiring specialised knowledge in the 2025/2026 academic year

4. §

- (1) Preparatory tasks for the admission procedures of trainings with the purpose of acquiring specialised knowledge in the 2025/2026 academic year

No.	Task	Competent organisational unit	Start	Deadline
1	Preparation and publication of the provisions of the VRAP regarding the rules of the admission procedure.	Programme Management		30.10.2025
2	Revision and correction of sample documents related to the admission procedure (model resolutions, data processing notices etc.).	Legal and Procurement Services		30.10.2025
3	Publication of sample documents related to the admission procedure (model resolutions, data processing notices etc.), uploading them to shared storage/forwarding to users.	Legal and Procurement Services		30.10.2025
4	Publication of a data processing notice to applicants.	Communication		30.10.2025
5	Correcting and updating the texts of resolutions.	Study Administration Services		30.10.2025
6	Preparation and updating of the application interface for the programmes starting in the spring semester of the 2025/2026 academic year	Study Administration Services		30.10.2025
7	Preparation and updating of the application interface for the programmes starting in the spring semester of the 2026/2027 academic year	Study Administration Services		01.06.2026
8	Preparation of information materials on admission for applicants, updating the website for the programmes starting in the spring semester of the 2025/2026 academic year	Study Administration Services / Communication		30.10.2025
9	Preparation of information materials on admission for applicants, updating the website for the programmes starting in the autumn semester of the 2026/2027 academic year	Study Administration Services / Communication		01.06.2026

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(2) Deadlines for application for training with the purpose of acquiring specialised knowledge for the spring semester of the 2025/2026 academic year

No.	Task	Competent organisational unit	Start	Deadline
1	Start date for applications	Study Administration Services / Communication	01.12.2025	01.12.2025
2	Application on the interface specified in the information	applicant	01.12.2025	27.01.2026
3	Examination of submitted documents, request for correcting deficiencies, on an ongoing basis	Study Administration Services	01.12.2025	28.01.2026
4	Deadlines for correcting deficiencies	applicant	01.12.2025	02.02.2026
5	Recording in admission database, on an ongoing basis	Study Administration Services	01.12.2025	03.02.2026
6	Making decision on admission	Dean	03.02.2026	06.02.2026
7	Issuing decision on admission and invitation to enrol, and sending out enrolment information	Study Administration Services	06.02.2026	09.02.2026
8	Submission of legal remedy request regarding decision on admission.	applicant	06.02.2026	within 15 days of the communication of the decision
9	Processing requests for legal remedy	Legal and Procurement Services	06.02.2026	30 days from receipt

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(3) Deadlines for applications for the autumn semester of the 2026/2027 academic year, for training with the purpose of acquiring specialised knowledge

No.	Task	Competent organisational unit	Start	Deadline
1	Start date for applications	Study Administration Services / Communication	01.07.2026	01.07.2026
2	Application on the interface specified in the information	applicant	01.07.2026	24.08.2026
3	Examination of submitted documents, request for correcting deficiencies, on an ongoing basis	Study Administration Services	01.07.2026	25.08.2026
4	Deadlines for correcting deficiencies	applicant	01.07.2026	28.08.2026
5	Recording in admission database, on an ongoing basis	Study Administration Services	01.07.2026	29.08.2026
6	Making decision on admission	Dean	26.08.2026	31.08.2026
7	Issuing decision on admission and invitation to enrol, and sending out enrolment information	Study Administration Services	31.08.2026	02.09.2026
8	Submission of legal remedy request regarding decision on admission.	applicant	02.09.2026	within 15 days of the communication of the decision
9	Processing requests for legal remedy	Legal and Procurement Services	02.09.2026	30 days from receipt

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Deadlines in the admission procedures for study at another higher education institution

5. §

- (1) **Preparatory tasks** for the admission procedures for training with the purpose of of acquiring specialised knowledge in the 2025/2026 academic year

No.	Task	Competent organisational unit	Start	Deadline
1	Preparation and publication of the provisions of the VRAP regarding the rules of the admission procedure.	Programme Management		30.10.2025
2	Revision and correction of sample documents related to the admission procedure (model resolutions, data processing notices etc.).	Legal and Procurement Services		30.10.2025
3	Publication of sample documents related to the admission procedure (model resolutions, data processing notices etc.), uploading them to shared storage/forwarding to users.	Legal and Procurement Services		30.10.2025
4	Publication of a data processing notice to applicants.	Communication		30.10.2025
5	Correcting and updating the texts of decisions	Study Administration Services		30.10.2025
6	Creating and updating the application interface	Study Administration Services		30.10.2025
7	Preparation of information materials on admission for applicants, updating the website	Study Administration Services / Communication		30.10.2025

- (2) **Deadlines** for submitting applications for study at another higher education institution in the spring semester of the 2025/2026 academic year

No.	Task	Competent organisational unit	Start	Deadline
1	Start date for applications	Study Administration Services / Communication	01.12.2025	01.12.2025
2	Application on the interface specified in the information	applicant	01.12.2025	29.01.2026
3	Examination of submitted documents, request for correcting deficiencies, on an ongoing basis	Study Administration Services	01.12.2025	30.01.2026
4	Deadlines for correcting deficiencies	applicant		11.02.2026

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No.	Task	Competent organisational unit	Start	Deadline
5	Recording in admission database, on an ongoing basis	Study Administration Services	01.12.2025	11.02.2026
6	Making decision on admission	Dean	11.02.2026	12.02.2026
7	Issuing decision on admission and invitation to enrol, and sending out enrolment information	Study Administration Services	12.02.2026	16.02.2026
8	Submission of legal remedy request regarding decision on admission.	applicant	16.02.2026	within 15 days of the communication of the resolution

(3) **Deadlines** for submitting applications for study at another higher education institution in the autumn semester of the 2026/2027 academic year

No.	Task	Competent organisational unit	Start	Deadline
1	Start date for applications	Study Administration Services / Communication	01.07.2026	01.07.2026
2	Application on the interface specified in the information	applicant	01.07.2026	24.08.2026
3	Examination of submitted documents, request for correcting deficiencies, on an ongoing basis	Study Administration Services	01.07.2026	25.08.2026
4	Deadlines for correcting deficiencies	applicant	01.07.2026	02.09.2026
5	Recording in admission database, on an ongoing basis	Study Administration Services	01.07.2026	02.09.2026
6	Making decision on admission	Dean	02.09.2026	03.09.2026
7	Issuing decision on admission and invitation to enrol, and sending out enrolment information	Study Administration Services	03.09.2026	04.09.2026
8	Submission of legal remedy request regarding decision on admission.	applicant	03.09.2026	within 15 days of the communication of the resolution

Miscellaneous and final provisions

6. §

(1) These Provisions shall enter into force on the day when they are issued, and shall remain in force until 30 September 2026.